

## ***Introduction***

The State Personnel Board's (SPB) mission is to implement and guide the State civil service system and ensure that employment is based on merit and free from patronage. During a time when State departments are facing staff reductions, SPB assists employees in seeking secure employment. This pamphlet has been developed to assist those civil service employees who may be facing layoff in their departments.

## ***Hiring Freeze/Staff Reductions***

The Governor's Executive Order D48-01 imposed a hiring freeze until June 30, 2003. The hiring freeze prohibits new hires into State service regardless of the funding sources for the position. In addition, State departments have been asked to reduce operating expenses, which could result in layoffs or demotions-in-lieu of layoff of State civil service employees. Specific details of the hiring freeze may be obtained by visiting the Department of Finance's Web site at: [www.dof.ca.gov](http://www.dof.ca.gov)

## ***SPB Information Center***

The Information Center is located at:  
801 Capitol Mall  
Sacramento, CA 95814  
(916) 653-1705

SPB's Information Center provides resources for individuals seeking transfers to other State departments as well as outside employment. This includes:

- SPB Internet access to vacant positions within State service (VPOS)
- Web site links to other local government job opportunities
- State applications

An automated telephone system is available to obtain up-to-date information on examinations. Calling any of the numbers listed will activate this system.

## **SPB Telephone Information Lines:**

Los Angeles	(213) 620-6450
Sacramento	(916) 445-0538
San Diego	(619) 237-6163
San Francisco	(415) 557-7871
TDD <sup>1</sup>	(916) 651-8782

SPB offers classes to develop job search skills. Learn more about these "Lunchtime Seminar Series" on SPB's Web site.

Visit SPB's Web site at:  
[www.spb.ca.gov](http://www.spb.ca.gov)

## ***State Restriction of Appointments (SROA)/Freeze Exemptions***

The State Restriction of Appointments (SROA) program places State employees who are facing possible layoff on lists. Departments that have an exemption to the hiring freeze and which have the authority to fill vacant positions use these lists. SPB is responsible for maintaining SROA lists. The Department of Personnel

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<sup>1</sup> TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with such a device.

Administration (DPA) is responsible for administering the SROA program and the initial establishment of these lists. DPA will work with departments, which are facing layoff, in placing employees on SROA lists.

For more information on DPA's role in the layoff process, visit DPA's Web site at: [www.dpa.ca.gov](http://www.dpa.ca.gov)

### ***Reemployment***

If an employee is laid off or takes a demotion to avoid being laid off, his/her name will be placed, in seniority order, on the appropriate reemployment lists for that civil service class for 5 years. DPA determines which lists an employee is placed on. Following layoff or demotion-in-lieu of layoff, there are different kinds of lists on which employees may be placed for reemployment opportunities.

Reemployment lists take precedence over open and promotional examination lists. Depending on the particular classification, Departmental, Sub-divisional and General reemployment lists can be established for employees who have been laid off or demoted-in-lieu of layoff. On Departmental or

Subdivisional reemployment lists, the "Rule of 1 Name" applies. "Rule of 1 Name" means the name of the first individual listed on a Departmental or Subdivisional reemployment list is eligible for appointment. On a General (Servicewide) reemployment list, the "Rule of 3 Names" applies. "Rule of 3 Names" means the top three names of the individuals listed on a General (Servicewide) reemployment list are eligible for appointment. If everyone on the reemployment list waives or declines to accept the job, the department can contact persons on examination lists. Employees have unlimited waivers. As provided for by law, employees may be permitted to compete in promotional examinations to attain eligibility for appointment.

### ***Questions***

Employees should contact their departmental Personnel Office for more detailed information regarding the layoff process.

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## **State Civil Service Employees Facing Layoff**



**California  
State Personnel  
Board**

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